

Vacancy for the Post of Human Resource Manager-Contract Basis
Global Fund to fight AIDS, Tuberculosis & Malaria (GFATM)
Ministry of Health & Indigenous Medicine

The Ministry of Health & Indigenous Medicine is the Principal Recipient of four grants awarded by the Global Fund to Fight AIDS, Tuberculosis and Malaria (GFATM). The four grants involve in the prevention and control of HIV/AIDS, Tuberculosis and Malaria in Sri Lanka and Strengthening of the Health System in the Northern Province. Total grant value of all four grants exceeds US \$ 30 million. The projects are expected to run at least up to end of 2017.

A fulltime service of a qualified Human Resource Manager is required to regulate the HR management related activities of all four projects. The HR Manager will be the in-charge of the HR Unit of the GFATM Project Office and reports to the Project Director of the GFATM Project, Ministry of Health & Indigenous Medicine and should work with close coordination with Directors of National STD/AIDS Control Programme, National Programme for Tuberculosis Control & Chest Disease and Anti-Malaria Campaign and the Programme Manager of the Health System Strengthening Project.

Duty station: The duty station of the HR Manager will be Colombo.

Job Description:

- Maintains and enhance project's human resources by planning, implementing & evaluating employee relations and human resources policies, programs and practices.
- Coordinate recruitment of staff by preparing job description and job adverts; deciding how best to advertise
- Execute general HR Policies and procedures ranging from preparing job descriptions, recruitment & selection, talent engagement, succession planning, training and development, performance evaluation, compensation and benefits, career planning, industrial & labour law etc.
- Advices on pay and other issues, including promotions and benefits.
- Advises and coordinate all HR activities with the Senior Management of the project and programmes, on the overall HR requirements and plays the HR advisory role across all GFATM Projects.
- Handles employee grievances by following proper procedures and implementing disciplinary procedures
- Maintains and regularly update personal files of all staff working under the project.
- Handles Payroll through the Human Resource Information System (HRIS) to all employees in the GFATM Project.
- Handles EPF/ETF & PAYE Tax and other fringe benefits.
- Be conversant very well on the Global Fund policies and guidelines especially in relation to the HR management
- Actively engages in preparation of periodical progress update reports for the Global Fund and Ministry of Health & Indigenous Medicine.
- Coordinate with and facilitate the Local Fund Agency and Auditors for HR related programme evaluation process

Qualifications:

- 01) A Bachelor's degree with post graduate qualification in Human Resource Management; and,
A Chartered or Corporate membership in a relevant professional organization; and,

Minimum of 5 year post qualification experience in a relevant field but preferably 8 years of experience.

OR

An officer of the Government All Island Services Class I or similar status with minimum 5 year experience but preferably 8 year experience in Class I level.

AND

- 02) Excellent working capacity with Microsoft Office package especially Word and Excel.
- 03) Excellent Public Relations & Communication Skills.
- 04) A good command of the English language, written and oral is essential.
- 05) Strong understanding of prevailing employment laws in Sri Lanka is mandatory.
- 06) Experience in HRIS is an added qualification.
- 07) Previous experience in Foreign Funded Projects will be an added advantage.

Other requirements

- Able to manage a multitude of projects simultaneously
- Should be able to work under stressful situations, with minimum facilities
- Should be prepared to deliver results timely and efficiently
- Need to be prepared to work for long hours when necessary
- Should have the team spirit, and maintain cordial working relationship with other members of the Project team.
- Should be below 55 years of age.

General Conditions

- Only shortlisted applicants will be called for an interview.
- Selected applicant should be able to take up the appointment immediately
- The initial contract period will be of one year with provisions for renewal.
- First three months of the service will be probationary.
- Salary will be paid as per the Level C of the Management Services Circular No 33 dated 05 April 2007 [<http://www.treasury.gov.lk/depts/msd/circulars/msd-2007-33-eng.pdf>]
- The contribution of the employer for EPF is 12% and ETF 3% of the salary. The EPF contribution of the employee is 8% of the salary.
- Candidates who are already in the public service should send their applications through the relevant head of the department/ CEO of the agency who should indicate that the candidate can be released in the event of being selected to the post.

Applications with detailed curriculum, along with the copies of relevant certificates and documents in order to prove qualification and experience should be sent to reach "The Project Director, GFATM Project Office, Third Floor, Public Health Complex, 555/5, Elvitigala Mawatha, Colombo 05" on or before 13 May 2015.

Applications must be sent in sealed envelope along with the contact telephone /fax /email address and stating on top left corner of the envelope '**Application for the Post of Human Resource Manager.**

Project Director
GFATM Project Office
Third Floor
Public Health Complex
No 555/5, Elvitigala Mawatha
Colombo 05
Tel: 011 2581918